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MEET-5  
OTR STAFF  
meeting

MINUTES

OTR STAFF MEETING

14 April 1954

Document No. 011

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/2763

Date: 7 Feb 78 By: 022

Attendance:

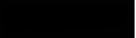
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Mr. Baird D/TR



1. Mr. Baird made a few initial remarks to inform OTR staff members of the principal items discussed at the recent meeting with DCI. These included:

- a. The need to check promptly with  as OTR Security Officer in the event any staff member was requested to appear in a Congressional Loyalty Hearing or a Security Hearing.

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- b. DCI was reasonably satisfied with the treatment received by representative Taber in the Budget Hearing. Mr. Dulles had gone on record as stating, "CIA would make further efforts to cut personnel particularly in the Washington area."

- c. All employees were urged to become fully familiar

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with the provisions of the Hatch Act; they were cautioned ~~to~~ not sign the Benton Petition being circulated throughout the country.

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d. [REDACTED] was present at the meeting as the new Chief of Management Staff. His responsibilities will cover man power problems as well as Agency Organization. He will also be in charge of a regulations control staff. Under a recent organizational change, his office will be directly under the DD/A.

e. The DCI and the Inspector General asked that supervisors be acquainted through channels regarding the difficulties in promotions and transfers of subordinate personnel. If these normal supervisory channels were followed, it is anticipated there would be less direct cases to the IG.

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f. Mr. Baird warned OTR personnel, particularly Mr. [REDACTED] that files would be inspected administratively in the very near future. This led to consideration of the area records officer position left vacant since the transfer of [REDACTED] and [REDACTED] spoke of two possibilities for this position, neither of whom are current OTR employees, but both of whom are Agency cleared.

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2. D/TR stressed the importance of the forthcoming PER seminars to be conducted under the leadership of Mr. [REDACTED] as Career Service Officer. Mr. Baird considered PER's, when properly filled out, to be an important management function.

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3. There was some discussion of the Agency Orientation Program to be given in May and of the recurrent problems of filling the OTR quota for this course.

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4. Mr. [REDACTED] pointed out the desirability for careful planning of a vacation schedule to be sure that the work of each staff and division could be taken care of during the normal vacation period.

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- 25X1A 5. In response to a question from Mr. Baird, [REDACTED] reported that the status quo on air conditioning would continue. Mr. Baird pointed out that this was an unsatisfactory arrangement and that [REDACTED] should get after DDA to make certain that all class rooms were covered as a high priority. It was announced that full service would start in Alcott Hall after 15 June. 25X1A
- 25X1A 6. Mr. [REDACTED] reported on the progress of T/O and Budget call. All of the Headquarters OTR T/O's have been submitted to the management staff. [REDACTED] plans an early trip [REDACTED] to discuss T/O matters with [REDACTED] Regarding the budget, it was suggested that questions be raised with [REDACTED] before ~~the~~ 23 April. (He will be on leave 26 April to 10 May.) Budget hearings are scheduled for early June. 25X1A
- 25X1A 7. Mr. [REDACTED] raised the question of obtaining TS documents and in particular described some of the problems confronting [REDACTED] in preparing for his WPSOC program. It was agreed that on similar problems, each division will attempt ~~the~~ <sup>its</sup> own solutions. If the division gets stuck, the P&R staff will handle. Either Mr. Baird or Mr. [REDACTED] will then arrange to get approval. 25X1A
- 25X1A 8. Mr. [REDACTED] described a recent problem regarding the release of case histories. Certain cases made available to the basic training program had been released to SPB; however, these case histories should have been restricted to US Staff only. Mr. Baird appointed Mr. [REDACTED] to set out an instruction on this matter. [REDACTED] pointed out the need to maintain a central file within OTR so that at all times it could be known who was working on what case history and for what purpose. Mr. [REDACTED] cited the instance 25X1A

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involving one of his employees being told by a Staff C representative that a paper on the organization of the RIS could not be made available to OTR. Mr. Baird asked Mr. [REDACTED] to follow up on this ludicrous situation.

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9. [REDACTED] announced that headquarters instructors were invited to participate in the three day survival course to be conducted at [REDACTED] the week-end 23-26 April. The exercise will begin Friday afternoon with participants living off the land, Saturday, Sunday, and concluding noon Monday. Those interested were to inform P&R staff by Monday 19 April. [REDACTED] as Chief of External and Language Training Division discussed the functions, problems, and plans of his staff. He indicated a healthy dissatisfaction with the progress being made within his organization to solve problems of language training in particular. [REDACTED] reviewed his responsibilities as principally three-fold:

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a. To convince the offices that a knowledge of area and language should be viewed as an essential tool to aid in operational considerations.

b. To assist offices to devise means to select those persons considered susceptible to language or language and area training.

c. To develop adequate facilities and programs to provide this training.

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10. Rather informatively, [REDACTED] described in detail the operations of the internal language program. There are at present 22 formal classes in 8 languages, as well as tutorial programs and guided self study programs for the more advanced students. Considerable interest was expressed in the moving picture program limited to foreign films. Short subjects are shown during the noon hour and full length features at the conclusion of the work day. As an innovation

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[REDACTED] expressed for the assistance given from other parts of OTR, and external divisions, to make possible the conduct of the language seminar program. There have been fifteen such seminars conducted in five languages.

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11. The variety of training offered externally was stressed, as well as the need to critically re-examine requests for intensive long-term language training. Progress in area training has been limited up to now. Area programs covering the USSR and Japan are as far as the advanced planning phase only. Little has been done regarding any other area.

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12. Mr. Baird raised some questions about the cost of the language unit [REDACTED] and about the feasibility of providing similar facilities [REDACTED] prior discussion he [REDACTED] to set up a self-study deal [REDACTED] In the light of the many problems of instructional support concerning this matter, Mr. Baird requested that Mr. [REDACTED] serve as a focal point to coordinate any long-term arrangement involving headquarters assistance [REDACTED]

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13. In response to a query about the IG report, Mr. Baird was not too enthusiastic about the chances of its being released soon. There have been reported promises of its being made available "next week."

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14. [REDACTED] questioned whether individual divisions were to work out their own filing systems pending instructions from [REDACTED] raised similar questions. It was agreed that Mr. [REDACTED] would arrange to answer these questions individually.

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A G E N D A

OTR STAFF MEETING

W e d n e s d a y  
14 Apr 54

1. Remarks concerning the Assistant Director's meeting (D/TR)
2. P E R
3. OTR quotas for Agency Orientation Program
4. Vacation Schedule
5. Air-conditioning
6. Program for T/O and Budget Submission [REDACTED] 25X1A
7. Discussion of functions, responsibilities and problems of the External and Language Training Division [REDACTED] 25X1A
8. Female students [REDACTED] 25X1A
9. Clearance for Reproduction of Case Studies [REDACTED] 25X1A

*1 G's report  
Volunteers to lang courses.*

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